

# Public Library Standards 2007 Certification Form

**Library Name:** \_\_\_\_\_

## Special Notice for Title 7 Libraries

The State Library recognizes and acknowledges the uniqueness of the governance structure associated with libraries established under Title 7 MCA. Furthermore, the State Library is aware that some of the essential public library standards assign authority and responsibility to the library director or library board which in the case of Title 7 libraries is legally vested in the local governing authority, not the director or board. Thus, these Title 7 libraries are encouraged to indicate compliance with a public library standard in instances where their local governing authority (Interlocal Agreement, City Administrator, City Council, etc.) performs the functions addressed by that standard. If you remain uncertain of your library's compliance with a specific standard because of your library's governance structure, please contact Bob Cooper, Director of Statewide Library Resources at the Montana State Library.

### (1) Please complete the following checklist.

<i>Standard</i>	<i>In Compliance on 7/1/07:</i>	<i>Yes</i>	<i>No</i>
<b>General</b>			
The library is established under Montana's laws according to 22-1-301 through 22-1-317, 22-1-701 through 22-1-1711, or Title 7 MCA.			
The board conforms to all applicable state, local and federal laws, rules and regulations.			
(a) Monthly, or at least quarterly, library board meetings are held in an accessible location at times and a place convenient to the public and according to state laws on public meetings.			
(b) The library submits the Montana Public Library Annual Statistical Report to the Montana state library.			
<b>Policies and Bylaws</b>			
(a) Every three years, the board reviews and updates its bylaws as necessary.			
(b) The board develops, studies, evaluates, reviews, updates and adopts as necessary all library policies at least once every three years. When the board reviews library policies, the policies' effect on the library's relations with the public are evaluated.			
(c) The public has easy access to written policies, procedures, and bylaws.			
<b>Planning and Evaluation</b>			
(a) The board uses the Montana Public Library Annual Statistical Report to review the library's year-to-year progress and performance.			
(b) The library has a written mission statement.			
(c) The library governing authority adopts emergency response plans that ensure the safety of the public and staff as the primary priority.			
<b>Finance</b>			
The board and the director follow fiscal procedures consistent with state law and local government requirements in preparing, presenting, and administering its budget.			
(a) Local tax revenues provide at least 50% of the support for the library. Grants, donations and other revenue sources supplement but do not supplant local tax support.			
(b) The director works with the board to develop an annual financial plan or budget.			
(c) The board and the director annually review the adequacy of insurance coverage for the collection and building and update the coverage as necessary.			
<b>Library Director</b>			
(a) Board hires the director according to local, state and federal Regulations and delegates the day-to-day management of the library to the director.			

Standard	In Compliance on 7/1/07:	Yes	No															
(b) The board evaluates the performance of the director annually.																		
(c) Each public library has a paid director who is responsible for the administration of library services.																		
(d) Libraries that serve more than 25,000 people employ a library director with a graduate degree in library or information science or its equivalent.																		
(e) Libraries that serve less than 25,000 people employ a library director who is or will be within three years of hire certified by the state library.																		
Human Resources: General																		
(a) The library board provides continuing education for the director and staff members by allocating funds to support continuing education costs, including travel expense and salary.																		
(b) Paid staff persons are present during 90% of all open hours.																		
(c) The board has adopted and reviewed a personnel policy within the past three years.																		
(d) The library maintains written, up-to-date job descriptions.																		
(e) The library has internet access for staff.																		
Access																		
(a) The board and the director determine the days of the week and the hours during the day to be open to provide maximum service.																		
(b) The library is open during the week at least the following minimum hours. Many libraries exceed this minimum because the community, the board, and the director recognize that the number of hours of public service leads to greater use by the public. A library with more than one service outlet may use the total non-overlapping hours of all outlets to meet the minimum requirement. <table><tr><td>Population</td><td>Minimum</td><td>Desirable</td></tr><tr><td>&lt;3,500</td><td>15</td><td>25-40</td></tr><tr><td>&gt;3,500</td><td>30</td><td>40-50</td></tr><tr><td>&gt;10,000</td><td>40</td><td>50-60</td></tr><tr><td>&gt;25,000</td><td>50</td><td>60+</td></tr></table>	Population	Minimum	Desirable	<3,500	15	25-40	>3,500	30	40-50	>10,000	40	50-60	>25,000	50	60+			
Population	Minimum	Desirable																
<3,500	15	25-40																
>3,500	30	40-50																
>10,000	40	50-60																
>25,000	50	60+																
(c) Library users who wish to copy materials available from non-circulating items or from computer files have access to a photocopy machine or printer.																		
(d) The library has a telephone and answers telephone inquiries.																		
(e) The library provides access to resources and services to patrons with disabilities.																		
Collection Development																		
(a) The board adopts a collection management policy that it reviews every three years. The policy addresses the use of electronic resources. The library submits its collection development policy to the Montana state library.																		
(b) The board and the director develop an annual materials budget as part of the library budget.																		
(c) The library uses at least one professionally recognized review source.																		
(d) The library provides access to federal, state and local government documents that are appropriate to its community.																		
Access to the Collection																		
(a) Materials are purchased to ensure a steady flow of materials for the public.																		
(b) The library catalogs and organizes its collection according to standard cataloging and classification systems and procedures. Automated records comply with the machine-readable catalog (MARC) format.																		
(c) The library offers interlibrary loan and follows Montana state interlibrary loan protocols.																		

<b>Standard</b>	<b>In Compliance on 7/1/07:</b>	<b>Yes</b>	<b>No</b>
<b>Collection Evaluation</b>			
(a) The library's collection is continually evaluated based on the library's collection management policy. The entire collection is evaluated within each three year period.			
<b>Facilities</b>			
(a) The board and the director evaluate the library building every three years to determine adequate space needs.			
(b) The board and the director address any identified facility shortcomings in a building plan.			
(c) The library facility is safe for the public and staff.			
(d) The library's facilities conform to local requirements for accessibility.			
<b>Public Relations</b>			
(a) The library cooperates in state, regional and national efforts to promote library services.			
(b) The library uses basic PR/marketing tools such as brochures, flyers, bookmarks, newspaper, radio, TV, public service outlets, websites, story times, displays and programs in the library.			
<b>Services</b>			
(a) On an annual survey, library customers indicate that they have received courteous and helpful service from all library staff.			
(b) The library uses comparative statistics, annual surveys or other methods to evaluate the services offered.			
(c) The library offers programming for children and adults.			
(d) The library has policies and/or procedures for services provided.			
(e) The library programming is free and open to all.			
(f) The library makes every effort to maintain confidentiality of library records as addressed in 22-1-1103 MCA.			
(g) Core library services as defined by the local community and library are provided all hours the library is open. Examples include lending circulating materials, reference and interlibrary loan.			
<b>Certification Statement</b>			
(a) This statement will provide for a status report regarding each essential standard and will require the signature of the library director and library board chair.			
(b) The signed and dated certification statement will be returned to the state library by July 25 <sup>th</sup> of each year.			

Library Board Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

(2) If you checked "YES" to all of the questions above, please return this completed form to the State Library.

(3) If you checked "NO" to any question above, please complete a "Public Library Standards Deferral Request Form" for each instance.

(4) Please return this form by July 18, 2007 to:

Stacy Bruhn  
Public Library Standards  
Montana State Library  
PO Box 201800  
Helena, MT 59620-1800

# Public Library Standards Deferral Request Form

\_\_\_\_\_ (Library Name)  
does not comply (as of 7/1/07) with the following Mandatory Public Library Standard according to Administrative Rules of Montana 10.102.1150A -10.102.1157 and requests a deferral.

**Photocopy this form as needed to provide one Deferral Request per standard that your library does not comply with.**

**(1) Please explain why application of this standard would cause a hardship to your library.**

**(2) Please provide a compliance plan by which your library will meet the standard within the next three years. [if more room is needed, please attach additional paper to this form]**

Library Board Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**Deferral Approved:**

**Yes**

**No**

**State Librarian's Comments:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_